

# Job Seeking Skills Workshops

## February 2013

★ **Metro Employment Center**  
720 South 200 East • Salt Lake City

- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.



<b>BUDGETING:</b>	
Feb 5	1:00 PM–3:30 PM
<b>*SKILLS IDENTIFICATION:</b>	
Feb 4	9:00 AM–11:30 AM
Feb 25	1:00 PM–3:30 PM
<b>RESUMÉ WRITING:</b>	
Feb 7	9:00 AM–11:30 AM
Feb 13	9:00 AM–11:30 AM
Feb 14	1:00 PM–3:30 PM
Feb 21	9:00 AM–11:30 AM
Feb 27	9:00 AM–11:30 AM
<b>*RESUMÉ LAB:</b>	
Feb 1	9:00 AM–11:30 AM
Feb 15	9:00 AM–11:30 AM
<b>INTERVIEWING SKILLS:</b>	
Feb 6	9:00 AM–11:30 AM
Feb 7	1:00 PM–3:30 PM
Feb 14	9:00 AM–11:30 AM
Feb 21	1:00 PM–3:30 PM
Feb 28	1:00 PM–3:30 PM
<b>*INTERVIEW LAB:</b>	
Feb 8	9:00 AM–11:30 AM
Feb 22	9:00 AM–11:30 AM
<b>*JOB SEARCHING WITH TECHNOLOGY:</b>	
Feb 4	1:00 PM–3:30 PM
Feb 25	9:00 AM–11:30 AM
<b>NETWORKING STRATEGIES:</b>	
Feb 11	9:00 AM–11:30 AM
Feb 20	9:00 AM–11:30 AM
<b>*LINKEDIN:</b>	
Feb 11	1:00 PM–3:30 PM
Feb 28	9:00 AM–11:30 AM

### **BUDGETING AND REBUILDING YOUR FINANCES:**

Learn how to budget, save, repay debt and build credit.

### **SKILLS IDENTIFICATION:**

Use online tools to discover transferable skills and interests that you can use in all aspects of career management.

*\*Register first at [jobs.utah.gov](http://jobs.utah.gov).*

### **RESUMÉ WRITING:**

Learn how to develop an effective resumé that will get you an interview.

### **RESUMÉ LAB:**

Receive additional resumé help and critique.

*\*Prerequisite — must have taken the Resumé Writing workshop. No registration necessary. First-come, first-served.*

### **INTERVIEWING SKILLS:**

Strategize ways to confidently complete an interview.

### **INTERVIEW LAB:**

Come prepared and dressed for a mock interview.

*\*Prerequisite — must have taken the Interview workshop. No registration necessary. First-come, first-served.*

### **JOB SEARCHING WITH TECHNOLOGY:**

Learn advanced job search techniques to find the best commercial job sites, publish resumé online and research companies.

*\*Register first at [jobs.utah.gov](http://jobs.utah.gov).*

### **NETWORKING STRATEGIES:**

Learn how to design and implement a networking plan.

### **LINKEDIN:**

Discover the benefits of creating a LinkedIn account to find jobs and connect with people and companies. This workshop will include time to work on your LinkedIn profile.

*\*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

**Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)**



*Equal Opportunity Employer/Program*

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.

Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.